



MONTANA UNIVERSITY SYSTEM
Office of the Commissioner of Higher Education

46 N Last Chance Gulch • PO Box 203201 • Helena, Montana 59620-3201
(406) 444-6570 • FAX (406) 444-1469

MEMORANDUM

Date: December 4, 2006

To: Federal Grants Managers

From: George Burns, Office of the Commissioner of Higher Education
Don Michalsky, Office of Public Instruction

Regarding: Perkins Non-Traditional Mini-Grant Request for Proposal PY07

The PY07 Request for Proposal form for the Perkins Non-Traditional Mini Grants are enclosed. This year's grants will be worth **\$1,060**. **There will be five grants awarded.**

These grants are designed to assist in developing projects that aid in the understanding and implementation of non-traditional employment in the area of career and technical education. It will be necessary for the project to address one of the five options listed in the RFP form.

Please note that these proposals must be postmarked **by 5:00 PM Wednesday, January 10, 2007** and returned to George Burns, Office of the Commissioner of Higher Education, P. O. Box 202101, Helena, MT 59620-2101. **Applications will not be accepted by FAX or e-mail.** Should you have any questions regarding this matter, we are also available for technical assistance at the following numbers:

George Burns OCHE, 444-9797; gburns@oche.montana.edu
Don Michalsky OPI, 444-4452; dmichalsky@mt.gov



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REQUEST FOR PROPOSALS 2006-07
NON-TRADITIONAL TRAINING AND EMPLOYMENT MINI-GRANTS

Carl D. Perkins Vocational and Technical Education Act of 1998
Title IA, Section 112 (a) (2) (B)

The Carl D. Perkins Vocational and Technical Education Act of 1998 authorizes funding be allocated for services that prepare individual for non-traditional training and employment. The Montana State Plan for Vocational education states these funds are to be competitively let and jointly administered by the Office of the Commissioner of Higher Education and the Office of Public Instruction.

Non-traditional training and employment means occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work. Examples include computer science, construction technology or agricultural mechanics technology for females early childhood development or nursing for males.

Use of Funds

Funds awarded for mini-grants can only be used for the following to promote non-traditional training and employment:

Programs, services, comprehensive career guidance and counseling, contracted services, professional development, activities and materials. Funds may not be used for ongoing salaries or the purchase of equipment valued greater than \$2,000.

Options for Application

At this time proposals are being solicited addressing one of the five options listed below. Approximately five proposals of \$1,060 each will be awarded. **Application deadline is January 10, 2007.**

1. Break Down the Barriers

This project would incorporate a wide range of activities related to closing the equity gap in non-traditional career development and skills training. Activities should be highly interactive and include the participation of students and school personnel. Community participation is encouraged.

2. Generating Expectations and Student Achievement – GESA

GESA is a training module that addresses all aspects of educational equity. Teacher peer assessment and self-assessment methods developed to evaluate teaching style and equity are used to enhance teaching effectiveness.

3. Career Projects

Career Projects must address a component in the full range of non-traditional occupations, including high skill, high wage careers in technical occupations that require a foundation in math, science, information technology, or other high-tech computer careers.

4. **Gender Stereotyping and/or Sexual Harassment Training for Staff and Students**
Training in the identification, prevention and elimination of bias or harassment in the workplace. Targeted groups to consider are students, staff and parents. Training must include issues related to gender non-traditional choices in education and career.
5. **Non-traditional Curriculum Development Projects**
Curriculum projects will focus on encouraging students to consider non-traditional careers and/or training, which will be included in standard curriculum.

Application Format

Proposals may not exceed three double-spaced pages in length, excluding cover page and budget form. Proposals must include a cover page and summary that includes:

- a. Title of Project
- b. Project Director
- c. School, College or District Name and Contact Information
- d. Option Selected (from 1-5 above) and Targeted Participants
- e. Intent and Objective of Project
- f. Project Impact on Students
- g. Budget Narrative and Completed Budget Form (locally generated)

Timeline and Application Requirements

Proposed time line:

- | | | | |
|--|------------------|---------|---------------|
| a. Proposal deadline | January 10, 2007 | 5:00 PM | No FAX/e-mail |
| b. Notification of award | January 24, 2007 | | |
| c. Project deadline | June 15, 2007 | | |
| d. Final reports due
(Narrative and Fiscal) | June 30, 2007 | 5:00 PM | No FAX/e-mail |

Required Closeout reports include:

- a. Final project narrative
- b. Final fiscal report

Perkins funds can supplement, but not supplant other state or local funds. Send the original and two copies of your proposal to:

George Burns, Grants Manager
Office of the Commissioner of Higher Education
PO Box 202101
Helena, MT 59620-2101

Questions? Contact: George Burns at 406 444-9797 or gburns@oche.montana.edu
Don Michalsky at 406 444-4452 or dmichalsky@mt.gov